

Job Title: Office Manager
Department: Administration
Reports to: Director of Human Resources
FLSA Status: Non Exempt

The Office Manager plays a crucial role in the smooth operation of the office environment while providing essential administrative support to various departments within the organization. With a focus on supporting the Executive Director, Human Resources, Fiscal Department, and managing event rental space, this role includes a wide range of responsibilities aimed at maximizing efficiency and productivity.

ESSENTIAL ADMINISTRATIVE DUTIES AND RESPONSIBILITIES:

- Oversee day-to-day administrative operations, including reception duties, and office supply management
- Handle incoming and outgoing correspondence, including mail and emails
- Greet visitors and ensure they are directed to the appropriate person or department
- Support Executive Director and administration employees
- Support Board of Directors and Board Committees with clerical needs, correspondence, recording, preparing, copying and distributing minutes of all Board and Committee meetings
- Organize and provide notification and materials for all Board meetings
- Keep calendars of events, meetings and staff schedules up to date
- Maintain office files and records, both electronic and physical
- Support fundraising and development through drafting and editing communications copy and materials
- Design flyers, brochures, posters, etc.
- Ensure accurate communication is shared among team, organization and with community partners

HUMAN RESOURCES RESPONSIBILITIES INCLUDE:

- Ensure data accuracy and integrity within the employee database system, including employee information, benefits, and timekeeping records.
- Address payroll-related inquiries from employees and resolve discrepancies promptly
- Manage end-to-end payroll processing for all employees, ensuring accuracy and compliance with relevant laws and regulations.
- Administer employee benefits programs, including enrollment, changes, and terminations.
- Become familiar with all Alpha Resource Center policies and procedures
- Assist with HR matters, including staffing, worker's compensation, and benefits questions.
- Assist with the recruiting and hiring process, including screening candidates and scheduling interviews.
- Conduct new hire orientation and benefits orientation for staff

FISCAL DEPARTMENT SUPPORT:

- Assist the Fiscal Department with various administrative tasks, including managing business licenses, W-9 forms, and business property sheets
- Coordinate lease renewals and maintain records related to office property
- Create and manage employee email addresses and provide IT support as needed

- Assist with RAMP transaction maintenance and prepare statements of information
- Manage bank signature cards and support banking activities as required

EVENT AND RENTAL MANAGEMENT DUTIES:

- Manage rental inquiries and bookings for event spaces, ensuring seamless execution of rental agreements.
- Assist with event coordination and ensure all aspects of the event rental process run seamlessly to meet the needs and expectations of the clients
- Serve as the primary point of contact for event organizers and vendors, addressing inquiries and resolving issues as they arise

BENEFITS

Medical, vision, dental, voluntary life insurance. Employer paid life insurance, short-term and long-term disability. 401K retirement plan, paid holidays, paid vacation and paid sick leave.

SUPERVISORY RESPONSIBILITIES: None

HOURS OF WORK

Full-time Monday through Friday 30 hours a week. Monthly evening for attendance at Board Meetings and Committee meetings is expected. Attendance at general staff meetings is expected.

QUALIFICATIONS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Appropriate training will be provided where necessary, and specific assistance in refreshing the incumbent in those areas where appropriate.

- Eligible to work in the United States
- Must be able to pass a criminal background clearance with the Department of Justice
- Valid CA driver license with evidence of insurance
- Experience in payroll administration, HRIS management, and office management roles
- Strong understanding of payroll laws, regulations, and best practices.
- Proficiency in HRIS systems, payroll software, and MS Office Suite.
- Excellent organizational, communication, and interpersonal skills.
- Ability to prioritize tasks effectively and work independently.
- Attention to detail and ability to handle confidential information with discretion
- Expert knowledge of office practices and office equipment
- High ability for organization and coordinating multiple tasks and events
- Ability to safeguard confidential information obtained during employment
- Ability to work both individually and as a team member and prioritize work
- Ability to work independently and with careful attention to detail
- Must be able to establish rapport and communicate with clients of diverse cultural and educational backgrounds

EDUCATION and/or EXPERIENCE

Must have a high school diploma and at least 2 years' experience in running an office. Combination of education and experience demonstrating ability to perform essential duties is

required. Experience working with systems related to social services and developmental disabilities helpful.

LANGUAGE SKILLS:

The ability to read and speak English clearly is mandatory. Ability to speak Spanish is desirable but not mandatory. The ability to communicate information to other employees as well as management in a clear and concise manner is essential.

REASONING ABILITY

The ability to apply common sense understanding to carry out instructions, either written, oral, or diagram form. The ability to deal with problems involving several variables in standardized situation must be a proven ability. The ability to prioritize tasks and activities in a manner consistent with direction from supervisor.

PHYSICAL DEMANDS

The incumbent is regularly required to stand, sit, talk, hear and reach with hands and arms. The incumbent frequently is required to use hands to finger, handle or feel equipment, paper, or files. The incumbent must be able to operate a computer keyboard as well as see a computer monitor display screen. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

This position requires the manual dexterity and adequate vision to read written materials, record data onto data sheets and enter data into a computer; adequate hearing and verbal communication skills to conduct reception (in person or on the telephone) and interact with staff and others to perform duties.

WORK ENVIRONMENT

The work environment would be generally described as an office setting. The ability to move within this areas may be required in the execution of the employee’s functional activities. The noise level in the work environment is usually moderate and the illumination of the work area is primarily with fluorescent artificial lighting.

EMPLOYEE PRINT NAME	SIGNATURE	DATE
SUPERVISOR PRINT NAME	SIGNATURE	DATE

Employment is by mutual agreement of the employer and employee. Employment may be terminated with or without cause and notice, at either the option of the employee or employer. Employer and employee further agree that no manager, supervisor or employee of Alpha Resource Center of Santa Barbara has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will.